

## Amended Complaint

This process shows the steps and screens required for an attorney to electronically file an amended complaint in an adversary case.

- STEP 1** Click on the Adversary hyperlink on the CM/ECF Main Menu Bar. (See Figure 1.)



Figure 1

- STEP 2** The **BANKRUPTCY EVENTS** screen displays. (See Figure 2.)

- ◆ Click on the Other hyperlink.

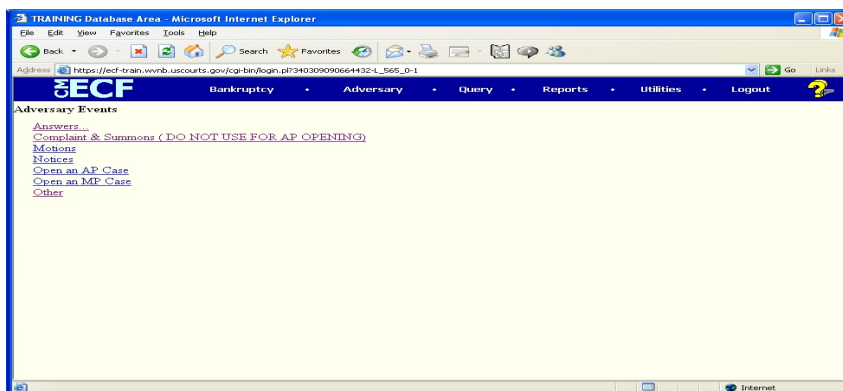
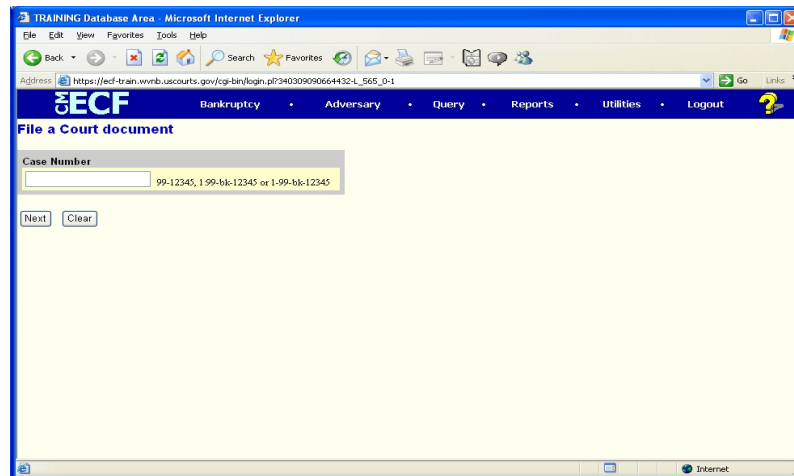


Figure 2

- STEP 3** The **CASE NUMBER** screen displays (See Figure 3). The system will display the number of the last case you accessed in this session.
- ◆ If this is **not** the case in which you are filing the amended complaint, delete this case number and enter the correct case number using yy-nnnnn format.

- ◆ Click **[Next]** to continue.



TRAINING Database Area - Microsoft Internet Explorer

Address: https://ecf-train.wvrb.uscourts.gov/cgi-bin/login.pl?340309090664432-L\_565\_0-1

ECF

Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File a Court document

Case Number

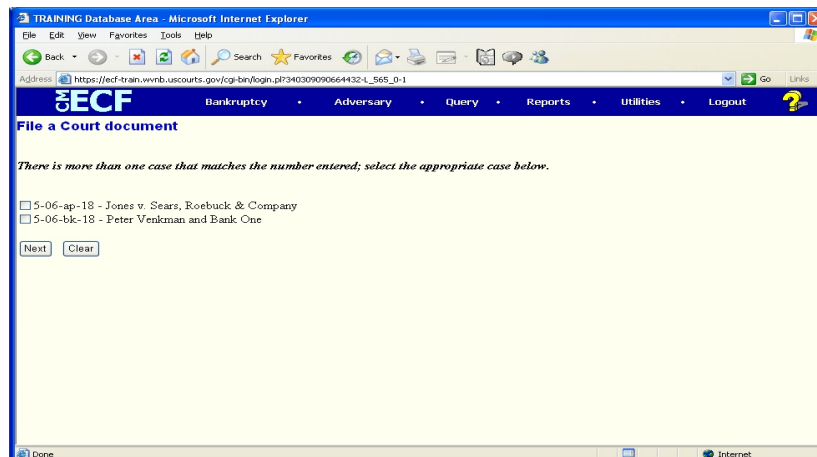
99-12345, 1-99-bk-12345 or 1-99-bk-12345

Next Clear

Figure 3

- STEP 4** This screen may appear if there is more than one case matching the number entered. (See Figure 4.)

- ◆ Select the appropriate case.
- ◆ Click **[Next]** to continue.



TRAINING Database Area - Microsoft Internet Explorer

Address: https://ecf-train.wvrb.uscourts.gov/cgi-bin/login.pl?340309090664432-L\_565\_0-1

ECF

Bankruptcy • Adversary • Query • Reports • Utilities • Logout

File a Court document

There is more than one case that matches the number entered; select the appropriate case below.

☐ 5-06-ap-18 - Jones v. Sears, Roebuck & Company

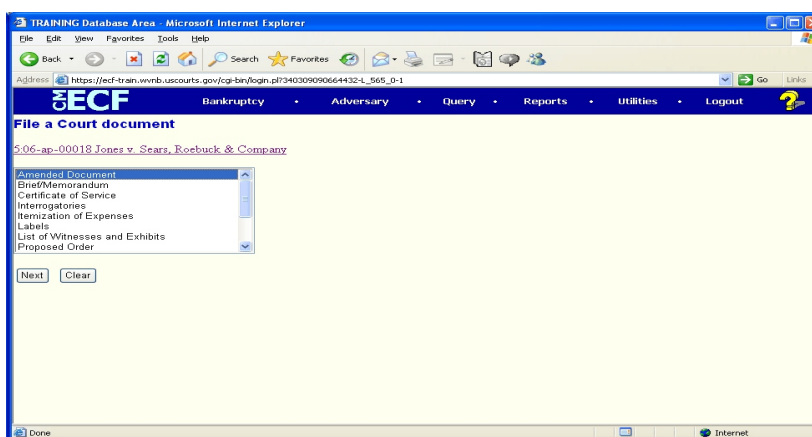
☐ 5-06-bk-18 - Peter Venkman and Bank One

Next Clear

Figure 4

**STEP 5** The **Event Type** screen displays. (See Figure 5.)

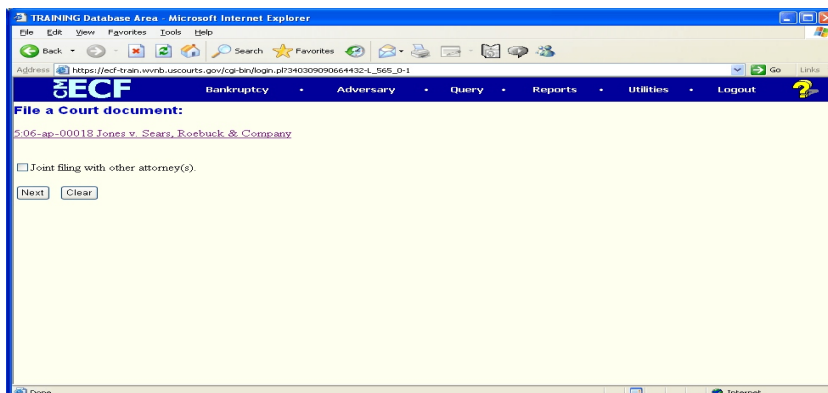
- ◆ Select Amended Document.
- ◆ Click **[Next]** to continue.



**Figure 5**

**STEP 6** The **Joint Filing** screen appears. (See Figure 6.)

- ◆ If you are filing this pleading jointly with another attorney, click in the check box to indicate that. This will enable you to select the other attorney(s) later in this event.
- ◆ If this is **not** a joint filing, no further action is necessary.
- ◆ Click **[Next]** to continue.



**Figure 6**

**STEP 7** The **SELECT PARTY** screen appears and displays all of the parties currently in the case. (See Figure 7.)

- ◆ Click on the plaintiff(s) filing the amended complaint.
- ◆ Click **[Next]** to continue.

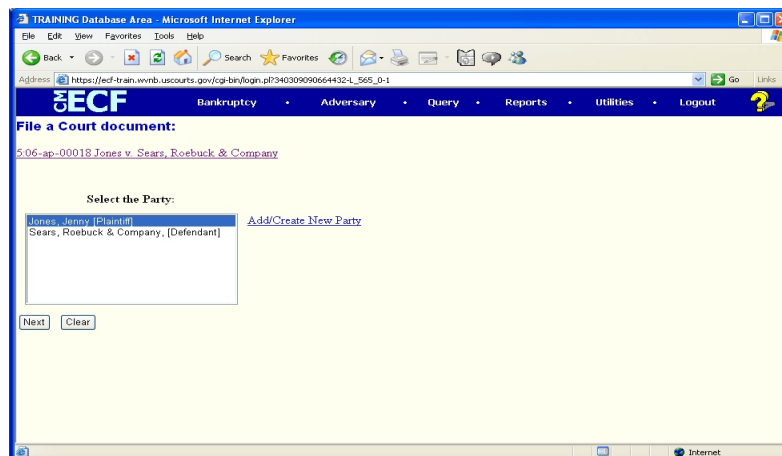


Figure 7

**STEP 8** The **PARTY/ATTORNEY ASSOCIATION** screen displays. (See Figure 8.)

- ◆ Although you have selected the party whom you are representing, the system doesn't automatically make that association. Therefore, you must click in the check box to create this link.
- ◆ Click **[Next]** to continue.

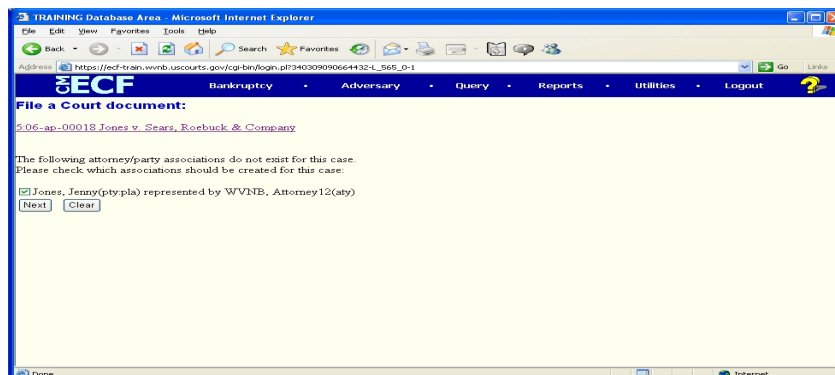
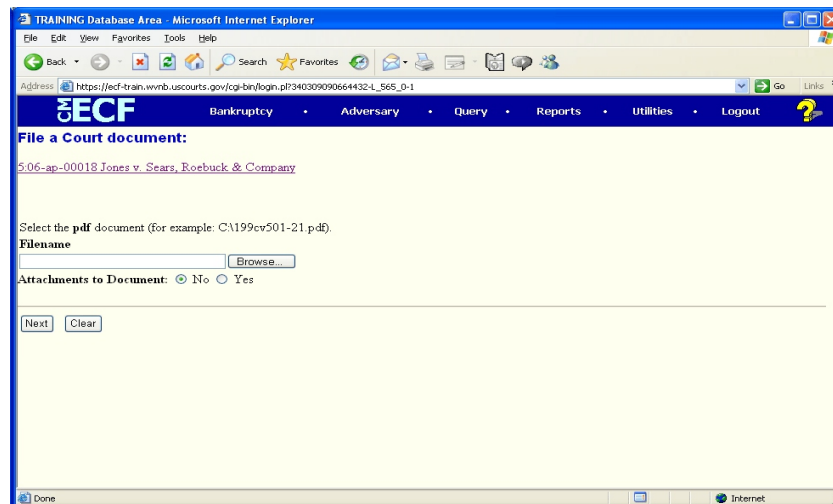


Figure 8

**STEP 9** The **PDF DOCUMENT** screen will then be presented.  
(See Figure 9.)

- ◆ To associate the imaged document with this entry:
  - Click **[Browse]**. In the **File Upload** window change **Files of type:** to **All Files (\*.\*)** Navigate to the directory where the appropriate PDF file is located and select it with your mouse.
  - To make certain you are about to associate the correct PDF file for this entry, right click on the filename with your mouse and select **Open**.
  - This will launch the Adobe Acrobat Reader to display the contents of the imaged document. Verify that the document is correct.
  - Close or minimize the Adobe application and if that is the correct file, click Open on the File Upload dialogue box.
  - The system will enter the path and name of the PDF document selected into the Filename field.
  - Click **[Next]**.



**Figure 9**

**STEP 10** The **Refer to Existing Event(s)?** screen appears. (See Figure 10.) This screen reminds you to relate the amended complaint to the original complaint.

- ◆ Click in **Refer to existing event(s)?**
- ◆ Click **[Next]** to continue.

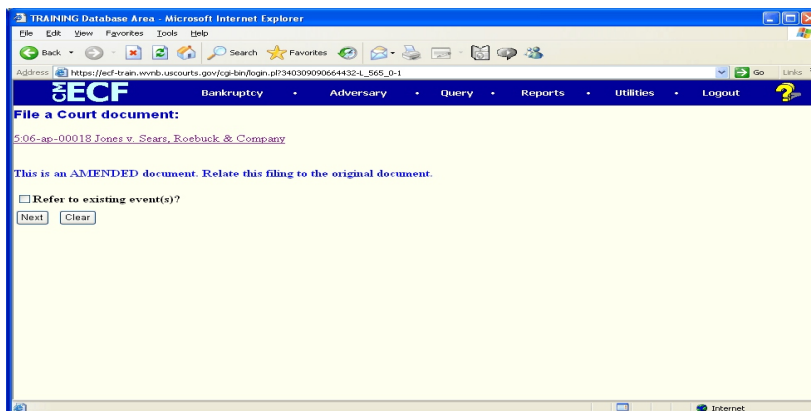


Figure 10

**STEP 11** The **Select the Category to Which Your Event Relates** screen appears. (See Figure 11.)

- ◆ Select **cmp**.
- ◆ Click **[Next]** to continue.

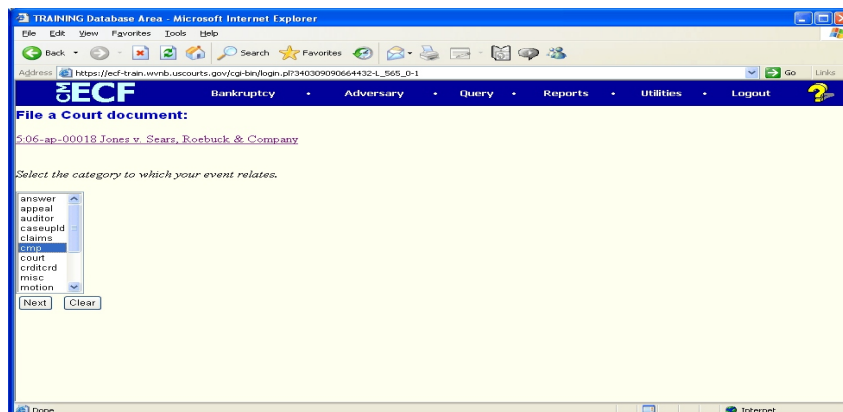
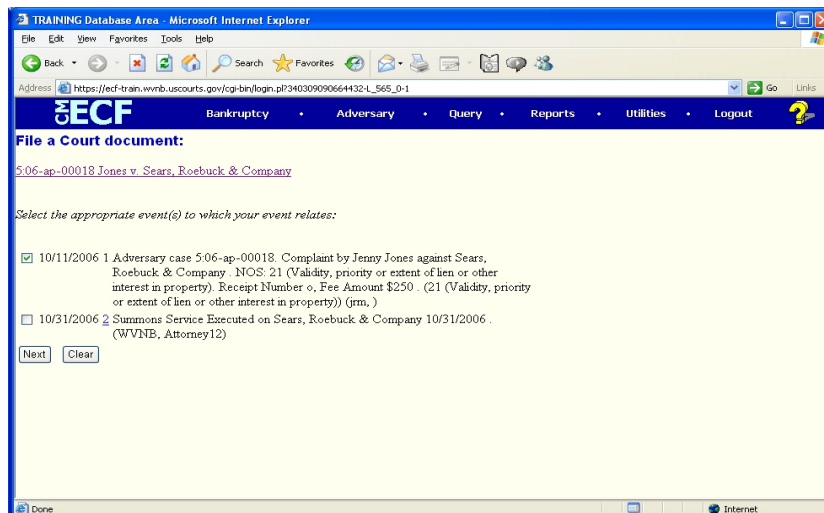


Figure 11

**STEP 12**      The **Select the Appropriate Event(s) to Which Your Event Relates** screen appears. (See Figure 12.)

- ◆ Select the complaint to link the amended complaint.
- ◆ Click **[Next]** to continue.



**Figure 12**

**STEP 13**      The **FINAL TEXT EDITING** screen displays. (See Figure 13.)

- ◆ Insert in docket text **Complaint**.
- ◆ Verify the accuracy of the docket text. This is what will print on the docket sheet. If the docket text has an error, click the browser's **[Back]** button at the top of the screen one or more times to access the screen on which the error was made, and correct the error.
- ◆ To abort or restart the transaction, click on the Bankruptcy hyperlink on the **CM/ECF Main Menu Bar**. Although this can be done at any time, this is your last opportunity to change the event.
- ◆ When the docket text is correct, click **[Next]** to continue.

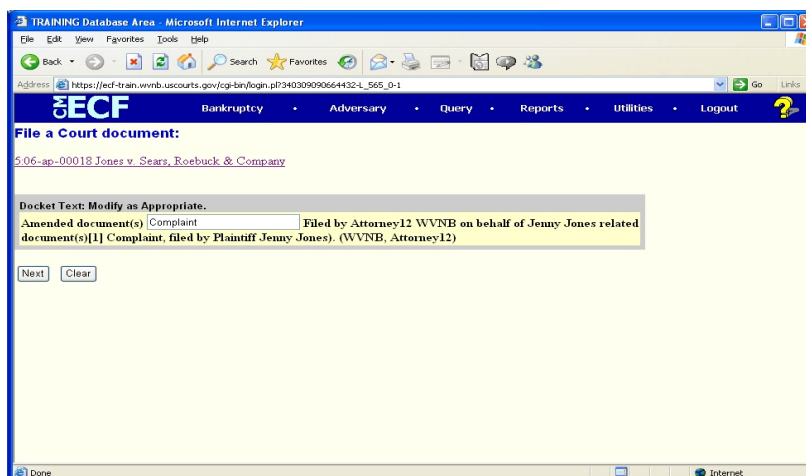


Figure 13

**STEP 14** The **FINAL DOCKET TEXT** screen displays. (See Figure 14.)

- ◆ Read the **Attention!!** message.
- ◆ If you are ready to submit this transaction click **[Next]**.

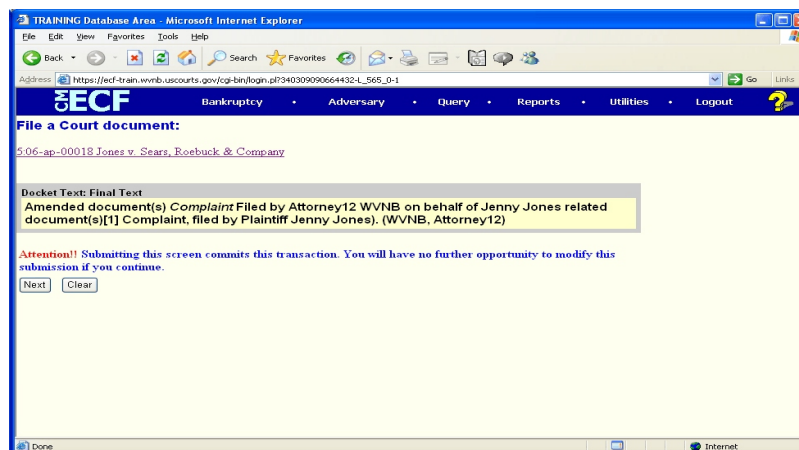


Figure 14

**STEP 15** The **NOTICE OF ELECTRONIC FILING** screen displays. (See Figure 15.)

- ◆ The Notice of Electronic Filing is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.



- ◆ Clicking on the case number hyperlink will display the PACER login screen. After logging into PACER, the docket report screen will appear.
- ◆ Clicking on the document number hyperlink will display the PACER login screen. After logging into PACER, the PDF document will appear.
- ◆ To print a copy of this notice, click the browser **[Print]** icon or button.
- ◆ To save a copy of this receipt, click **File** on the browser menu bar and select **Save Frame As**.

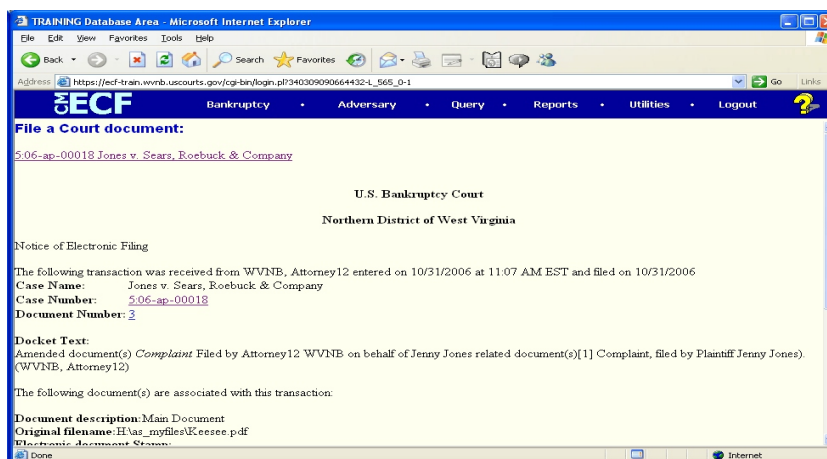


Figure 15